

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length _____

☐ Formal Training
and Development
Assignment

Position Title: Project Oversight and Guidance Analyst

Location: Central Office

Salary Range: \$2658-3995/\$3952/4805

Classification: Asst./Assoc. Information Systems Analyst

Section/Unit: Project Oversight & Guidance (POG)

Number of Vacancies: 1

Job Description: (includes typical duties)

This position is located within the Project Oversight Bureau of the Technology and Resources Branch. The duties of this position support departmental project management processes for information technology projects and include working with Project Managers and the business community to administer, evaluate and improve processes. Strong interest and/or experience in the development and improvement of processes is a plus. Primary duties of this position will also include coordinating project study teams, performing analysis relative to feasibility studies and risk assessments, and developing, coordinating and presenting educational briefings on departmental processes and other technology-related topics.

Required Knowledge, Skills, and Abilities:

Ability to work cooperatively and professionally with individuals throughout the department.
Ability to manage multiple tasks and deadlines to meet customer, peer and management expectations.
Strong interpersonal skills for interacting with business and technical staff at all levels within FTB.
Experience conducting team meetings, educational workshops or training sessions.
Experience working with teams performing analysis, conducting feasibility studies or developing projects.
Ability to use Microsoft Office tools to develop and maintain professional documents and spreadsheets.

Desirable

Experience/Qualifications:

Knowledge of FTB's business program areas.
Knowledge of general technology concepts, practices and methods.
Knowledge of, and experience with, State administrative policies and procedures, especially those pertaining to technology.
Familiarity with project management concepts and principles.
Ability to apply skills creatively to marketing and educational efforts.
Flexibility and willingness to learn and thrive in an environment of change.

Mail or hand deliver your application by: August 16, 2000
Contact Person: Andrea Dunning Telephone Number: (916) 845-3551
Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams
Special Instructions: Applicants must have experience at the Assistant or Associate level.
Please submit both a resume and STD 678.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.